



**Transcontinental Gas Pipe Line Company, LLC**

**Construction Spill Prevention and Response Procedures  
for Oil and Hazardous Materials**

**Leidy South Project**

**July 2019**

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## SECTION 1 - GENERAL INFORMATION

### 1.1 SPILL PLAN REQUIREMENTS

Contractor shall determine the approximate quantities of oil or oil-like substances (including fuels) and any hazardous materials or substances that will be present or stored at the work site(s) to assist Company's Environmental Inspector in identifying the appropriate spill plan that shall be applicable for the Work. The quantities carried by fuel trucks that are on site temporarily to refuel equipment shall not be included in Contractor's calculation of the amount of oil or oil-like substances stored at any facility/site.

#### 1.1.1 Company Construction Spill Plan For Oil and Hazardous Materials

If during the course of Work, 1,320 gallons or less of oil or oil-like substances or hazardous materials will be present or stored at any facility/site, Contractor shall comply with and complete the remaining sections and requirements of this document (i.e., Construction Spill Plan). Contractor's field personnel shall be familiar with this plan before initiating any onsite activities and shall follow all requirements and responsibilities of this plan as they are listed for Contractor. Contractor shall provide, prior to start of the Work but no later than the pre-job meeting, all of the initial information required by the applicable/designated plan. Contractor shall provide Company with additional information to keep the plan current.

#### 1.1.2 U.S. Environmental Protection Agency Tier I Qualified Facility Spill Prevention, Control, and Countermeasure (SPCC) Plan

If during the course of Work, greater than 1,320 gallons of oil or oil-like substances but less than 10,000 gallons with no containers greater than 5,000 gallons in capacity will be present or stored at any facility/site, Contractor shall comply with and complete the remaining sections and requirements of this document PLUS comply with and complete the requirements of the "U.S. Environmental Protection Agency Tier I Qualified Facility SPCC Plan," attached to this section, or develop a full SPCC Plan. Contractor's field personnel shall be familiar with this plan before initiating any onsite activities and shall follow all requirements and responsibilities of this plan as they are listed for Contractor. Contractor shall provide, prior to start of the Work but no later than the pre-job meeting, all of the initial information required by the plan. Contractor shall provide Company with additional information to keep the plan current.

#### 1.1.3 U.S. Environmental Protection Agency Full SPCC Plan

If during the course of Work, 5,000 gallons or more of oil or oil-like substances contained in a single container, or a total of 10,000 gallons or more, will be present or stored at any facility/site, Contractor shall comply with and complete the remaining section of this document PLUS comply with and complete the requirements of a full U.S. Environmental Protection Agency SPCC Plan, which must be reviewed and approved by a professional engineer. Contractor's field personnel shall be familiar with this plan before initiating any onsite activities and shall follow all requirements and responsibilities of this plan as they are listed for Contractor. Contractor shall provide, prior to start of the Work but no later than the pre-job meeting, all of the initial information required by the plan. Contractor shall provide Company with additional information to keep the plan current.

**1.2 PROJECT LOCATION AND DESCRIPTION**

This Construction Spill Plan was developed for the following project:

*Insert project name, work order # and description.*

**Definitions:**

**Oil** is defined in the SPCC regulations as oil of any kind or in any form including, but not limited to, petroleum, fuel oil, sludge, oil refuse, and oil mixed with wastes other than dredged spoil and oily mixtures.

**Hazardous Material** as defined by the DOT includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous in the Hazardous Materials Table (see 49 CFR 172.101), and materials that meet the defining criteria for hazard classes and divisions in part 173 of subchapter C of this chapter. Hazardous Materials typically found on construction projects include, but are not limited to, petroleum oils, hydraulic fluids, engine coolants (ethylene glycol), x-ray film developer, chemical additives, pipe coatings, used abrasive blasting media, etc.

**Contractor Responsibility:**

The Contractor shall be familiar with this Construction Spill Plan and its contents prior to commencing any construction-related activities. All workers handling fuels, oils or other hazardous materials shall be properly trained. The Plan will be followed to prevent any spills that may occur during the project and to mitigate any spills that do occur.

Company representatives assigned to this project include:

**Manager, Operations (MO):** *To be inserted*

**Chief Inspector (CI):** *To be inserted*

**Company Lead Environmental Specialist:** *To be inserted*

**Land, GIS, & Permits Lead:** *To be inserted*

## SECTION 2 - DRAINAGE PATTERNS AND SPILL PREVENTION PRACTICES

### 2.1 DRAINAGE PATTERNS

*Insert a brief description about the general drainage patterns at the work site(s).*

#### **Responsibility: Chief Inspector**

Construction and Technicians will be familiar with drainage patterns for the project and be prepared to implement measures to control any release.

### 2.2 SPILL PREVENTION PRACTICES

The Contractor shall take the following precautions to ensure that an oil or hazardous materials spill does not occur:

#### **A. Containers/Pumps/Concrete Coating**

- (1) All containers of oil, fuel, or hazardous materials shall be stored on level ground at least 100 feet from any waterway, wetland, or designated municipal watershed area or as prescribed by a project specific permit or agency. All containers should be located within temporary containment.
- (2) Temporary containment will include, but not be limited to, temporary hay bale berms with plastic sheets underlining the entire contained area and it is recommended that these areas be inspected daily or after any significant precipitation event.
- (3) Containment areas shall be capable of containing 100% of the volume of the single largest container of hazardous material being stored plus sufficient freeboard to hold the 25 year/24 hour storm.
- (4) All container storage areas shall be routinely inspected for integrity purposes. If hazardous wastes are being stored a weekly inspection must be documented.
- (5) Leaking and/or deteriorated containers shall be replaced as soon as the condition is first detected with clean-up measures immediately taking place.
- (6) No incompatible materials shall be stored in the same containment area.
- (7) No container storage areas shall be left unsecured during non-work hours.
- (8) Accumulated rainwater in the containment areas must be inspected prior to release to the ground; it must be free of sheens or other hazardous materials.
- (9) Pumps operating within 100 feet of a waterbody or wetland boundary shall utilize the appropriate agricultural or industrial grade containers/materials as a secondary containment system to prevent spills.
- (10) Concrete coating operations shall not be performed within 100 feet of a wetland or waterbody unless the location is an existing industrial site designated for such use. If no reasonable alternatives exist, consult with the EI and Company Environmental Lead for other options.

**B. Tanks**

- (1) The Contractor shall operate only those tanks that meet the requirements and specifications of applicable regulations and that are surrounded with temporary containment as described above.
- (2) Self-supporting tanks shall be constructed of materials compatible with its contents.
- (3) All tanks shall be routinely inspected for integrity purposes.
- (4) Vehicle mounted tanks shall be equipped with flame/spark arrestors on vents to ensure that self-ignition does not occur.
- (5) Tanks will not be used to store incompatible materials in sequence unless first thoroughly decontaminated.
- (6) Any tank utilized for storing different products between construction locations will be thoroughly decontaminated prior to refilling.

**C. Unloading/Loading Areas**

- (1) If it is necessary during the project, re-fueling and transferring of liquids shall only occur in pre-designated locations that are on level ground and at least 100 feet from any waterway. This activity must be continuously manned (minimum of two attendants plus a Company inspector) to ensure that overfilling, leaks, or spills do not occur. In addition, all equipment must be surrounded by temporary containment as described above.

Where conditions require construction equipment (e.g., Bobcat/front-end loader/excavator) to be re-fueled within 100 feet of any waterway, or as prescribed by a project specific permit, the above requirements shall also apply and will be strictly enforced.

- (2) All service vehicles used to transport fuel must travel only on approved access roads and workspace and be equipped with an appropriate number of fire extinguishers and an oil spill response kit as identified in Appendix C.



## SECTION 3 - EMERGENCY RESPONSE PROCEDURES

This section provides a generic description of emergency response procedures to be performed to address oil and hazardous materials spills at the job site. Each response will vary depending upon the nature and extent of the incident. However, the general procedures outlined below will be followed.

### 3.1 CONTRACTOR RESPONSIBILITIES

- (1) The Contractor must designate both an Emergency Coordinator (EC) and an Alternate EC for the project.
- (2) The Contractor is responsible for immediately and appropriately addressing all spills that occur directly as a result of construction-related activities.
- (3) For all spills the internal notification requirements of this Plan need to be followed.
- (4) The Contractor shall supply the necessary manpower, PPE, and spill response equipment to immediately and appropriately address all spills that directly occur as a result of construction-related activities.
- (5) Ensure that all emergency spill response equipment and PPE is well-stocked and in good condition. Replace used materials immediately after a response. .
- (6) If the situation warrants, the Contractor, in consultation with the CI, shall immediately notify any local emergency spill response contractors for assistance.
- (7) The Contractor shall be responsible for hiring a Company approved emergency spill response contractor if the nature of the incident requires it.
- (8) The Contractor is responsible for immediately notifying the CI, EI or Operations Manager of any spills.

### 3.2 COMPANY RESPONSIBILITIES

- (1) The Company shall be responsible for ensuring that the Contractor adequately follows the procedures outlined in this Plan at all times.
- (2) The Company shall be responsible for all verbal and written external notifications made to any regulatory agency or any local emergency responders.

### 3.3 EMERGENCY CONTACTS

Table I (Appendix A) provides a list of Company and Contractor emergency contacts.

### 3.4 DUTIES OF CHIEF INSPECTOR OR MANAGER, OPERATIONS.

The duties of the CI, EI or MO for reportable spills include the following:

- (1) Determine the source, character, amount, and extent of the spill.
- (2) Assess the potential hazards to the job site, environment, and surrounding community and contact the Construction Safety Representative if any hazards are detected.
- (3) Evacuate the area if necessary.

- (4) Report the spill in accordance with the internal notification procedures outlined in Section 5.1 and the external notification procedures outlined in Section 5.2.
- (5) Commit manpower and equipment for minor incidents that can be reasonably remediated by the Contractor.
- (6) Oversee Contractor's spill response efforts to contain and control all spills to ensure they adequately follow the procedures outlined in this Plan.
- (7) Document the Contractor's response effort, including taking photographs wherever possible.
- (8) Generate an Emergency Incident Report (form WGP-0187).

## **SECTION 4 - EMERGENCY SPILL RESPONSE AND PERSONAL PROTECTIVE EQUIPMENT**

Each construction crew (including cleanup crews) shall have on-hand sufficient supplies, as Identified in Appendix C; of absorbents, barrier materials, and personal protective equipment (PPE) to allow for the rapid containment and recovery of any spilled material.

**SECTION 5 - SPILL NOTIFICATION PROCEDURES****5.1 INTERNAL NOTIFICATIONS**

- (1) All spills are to be immediately reported to the CI, EI or MO who will immediately contact The Security Operations Center (SOC). Table I (Appendix A) includes a list of emergency contacts.
- (2) The person reporting the spill/release should use the checklist in Appendix B to ensure that the minimum information needed is collected in order to make a report.
- (3) The SOC is responsible for generating a Concern Report in Gensuite and notifying the appropriate Environmental Specialist.
- (4) The Environmental Specialist will review the Concern Report and “escalate” or “close” the concern as appropriate.

**5.2 EXTERNAL NOTIFICATIONS**

- (1) The CI, EI and or MO will consult with the appropriate Company Lead Environmental Specialist and determine who will be responsible for any necessary first-response notifications to an emergency spill response team to help contain the spill. If the spill occurs offshore, refer to the Offshore Spill Response Plan (OSRP).
- (2) After all required immediate internal notifications are made by the SOC, the Company Lead Environmental Specialist and the SOC shall confer and use the gathered information to make any necessary subsequent verbal and written notifications to regulatory agencies.
- (3) If a spill poses an immediate threat to human health or the environment, the CI, EI or MO shall immediately contact the Local Emergency Planning Committee (LEPC). When determining if the LEPC should be contacted, any gas release to the atmosphere must be taken into consideration. Note: Linear Projects may extend through multiple LEPC jurisdictions. As a result, all jurisdictions must be listed below.

The appropriate LEPC is:

<b>Name:</b>	<i>To be inserted</i>
<b>Organization:</b>	<i>To be inserted</i>
<b>Phone Number:</b>	<i>To be inserted</i>

**5.3 EMERGENCY SPILL RESPONSE CONTRACTORS**

The Company has arrangements with several emergency spill response contractors to address emergency responses beyond the capabilities of the Contractor.

If necessary, the following firms could be utilized for this project:

<b>Company:</b>	<i>To be inserted</i>
<b>Name:</b>	_____
<b>Location:</b>	_____
<b>Phone Number:</b>	_____
<b>Company:</b>	_____
<b>Name:</b>	_____
<b>Location:</b>	_____
<b>Phone Number:</b>	_____

**5.4 LOCAL EMERGENCY RESPONDERS**

The Contractor or the CI (or MO) may call the following local emergency responders should their assistance be required: Note: Linear Projects may extend through multiple Emergency Responder areas. Contractor must insure all jurisdictions are listed. Use attachments as needed.

<b>Service</b>	<b>Telephone Number</b>
Emergency Medical Services	<i>To be inserted</i>
Hospital	<i>To be inserted</i>
Fire	<i>To be inserted</i>
Police	<i>To be inserted</i>

## SECTION 6 – CLEAN-UP PROCEDURES

The following section outlines specific procedures to be followed when addressing spills:

### 6.1 SPILLS

- (1) Small spills and leaks must be remediated immediately. Use adsorbent pads wherever possible.
- (2) Restrict spills to the containment area if possible by stopping or diverting flow.
- (3) If the spill exceeds the containment structure's capacity, immediately construct additional containment using sandbags or fill material. Every effort must be made to prevent the spills from entering a water body.
- (4) If a spill reaches a water body, immediately place oil booms downstream in order to contain the material. As soon as possible, remove the floating layer with absorbent pads.
- (5) After all recoverable spilled material has been collected, place all contaminated PPE, spill clean-up equipment, and any impacted soil into appropriate containers.
- (6) For significant quantities of impacted soils, construct temporary waste piles using plastic sheets. This material should subsequently be transferred into lined roll-off boxes as soon as feasible.
- (7) The Company Lead Environmental Representative will coordinate all waste characterization, profiling, and disposal activities.

### 6.2 EQUIPMENT CLEANING/STORAGE

- (1) Upon completion of remedial activities, the Contractor shall be responsible for decontaminating reusable emergency response equipment and PPE.
- (2) The Contractor shall be responsible for replacing any spent emergency response equipment and PPE prior to resuming construction-related activities.
- (3) Decontamination rinse fluids shall be collected and containerized. The Company Lead Environmental Representative will coordinate waste characterization and disposal activities.
- (4) Reusable PPE shall be tested and inventoried prior to being placed back into service.

### 6.3 WASTE DISPOSAL

The Contractor may be responsible for waste management and waste disposal or any waste generated as the result of a spill (review contract language and project specifics); however, The Lead Environmental Representative will coordinate all waste characterization, profiling, and disposal activities.

## APPENDIX A

TABLE I: LIST OF EMERGENCY CONTACTS

<b>Names</b>	<b>Job Description</b>	<b>Phone Number</b>
Security Operations Center		855-945-5762 (24-hrs)
<i>To be inserted</i>	Chief Inspector	<i>to be inserted by</i>
<i>To be inserted</i>	Manager, Operations	<i>to be inserted by</i>
<i>To be inserted</i>	Company Lead Environmental Specialist	<i>to be inserted by</i>
<b>Contractor</b>	<b>Job Description</b>	<b>Phone Number</b>
<i>To be inserted</i>	Emergency Coordinator	<i>to be inserted by</i>
<i>To be inserted</i>	Alternate Emergency Coordinator	<i>to be inserted by</i>
<b>Regulatory Agencies</b>	<b>Name</b>	<b>Phone Number</b>
	National Response Center	800/424-8802
	State Environmental Agency	<i>To be inserted</i>

**APPENDIX B**

**SPILL/RELEASE REPORTING CHECKLIST**

<b>APPENDIX B SPILL / RELEASE REPORTING CHECKLIST</b>		
<b>Please see below for a summary of information to be obtained for reporting spills / releases:</b>		<b>Comments</b>
<b>Name Title, Company and Phone number of Person Reporting Incident</b>	<input type="checkbox"/>	
<b>Spill / Release Location, Project, Facility, ROW (State, county, city, township, range, address, coordinates, if on ROW-nearest crossroads)</b>	<input type="checkbox"/>	
<b>Date of Spill/Release</b>	<input type="checkbox"/>	
<b>Was material released as a liquid, solid, or gas</b>	<input type="checkbox"/>	
<b>Description of material released (oil, hydraulic fluid, glycol, condensate, etc.)</b>	<input type="checkbox"/>	
<b>Time of Spill/Release</b>	<input type="checkbox"/>	
<b>Estimated amount (volume or weight) of material spilled / released (Specify unit - gal, ft<sup>3</sup>, lbs, etc.)</b>	<input type="checkbox"/>	
<b>Has spill / release been stopped?</b>	<input type="checkbox"/>	
<b>Duration of Spill/Release (Date and Time release was stopped)</b>	<input type="checkbox"/>	
<b>Affected Media (Land, Water, Air, secondary containment, building)</b>	<input type="checkbox"/>	
<b>Has affected area of spill / release been cleaned up?</b>	<input type="checkbox"/>	
<b>Duration of spill / release cleanup activities</b>	<input type="checkbox"/>	
<b>Estimated volume and/or weight of cleaned up material. Specify type of material removed, such as soil, concrete, pads, and unit of measure (gal, ft<sup>3</sup>, lbs, etc.)</b>	<input type="checkbox"/>	
<b>Containment of cleaned up material (drum, tank, roll-off) and location (spill site, contractor yard, station)</b>	<input type="checkbox"/>	
<b>Brief description of cause of spill / release</b>	<input type="checkbox"/>	
<b>Complete Form WGP-0187</b>	<input type="checkbox"/>	
<b>Contacted:</b>	Supervisor	<input type="checkbox"/>
	Pipeline Control	<input type="checkbox"/>
	Environmental Services Manager	<input type="checkbox"/>
	Environmental Field Rep	<input type="checkbox"/>
<b>Notes:</b>		



**APPENDIX C****EMERGENCY SPILL RESPONSE AND PERSONAL PROTECTIVE EQUIPMENT****Equipment Inventory Option (to be determined by Company):**

\_\_\_\_\_ Option 1 – Adequate supplies as determined by the Contractor (min = supplies to respond to a 5 gal spill).

\_\_\_\_\_ Option 2 – As Directed by a Company representative with below minimum requirements.

Equipment	Quantity	Location
(1) chemical spill kit	1	Office or storage accessible within 1 hour
(2) oil spill kit	1	adjacent to work space and fuel service vehicles

**SPILL KIT CONTENTS:**

(1) 1 bag loose chemical pulp	3 chemical pillows (18" x 18")
3 chemical socks (48" x 3")	10 chemical mats/pads (24" x 24")
1 box contractor-sized, 6-mil, disposal polyethylene bags (w/ ties)	
blank drum labels	one 30-gallon PE open-head drum or equal
2 shovels	
(2) 1 oil boom (100' x 3")	10 oil pillows (18" x 18")
10 oil socks (48" x 3")	25 oil mats/pads (24" x 24")
1 box contractor-sized, 6-mil, disposal polyethylene bags (w/ ties)	
blank drum labels	three, 55-gallon PE open-head drums
4 shovels	
Detergent (Dawn, Simple Green, etc...) Spray Bottles	

**PERSONAL PROTECTIVE EQUIPMENT:**

The inventory of PPE should include enough for at least 4 responders reacting to a significant leak/spill including the below items.

Splash goggles, half-face respirators (w/ cartridges for benzene),
Tyvek suits, nitrile gloves, waterproof/ chemical resistant hip-waders

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